



152 Sturt Street, Southbank, VIC 3006  
ACCESS & REMOTE FORM

To: Building Manager

Building Name or Plan Number of Owners Corporation

Attn: Building Manager/ OC PS636841E

From:

Address

Postal address (if different from above)

Telephone number

Email address (if applicable)

I am/we are a: (tick applicable box)

Owners of the above Lot

Leasing/ Managing Real Estate Agent of the above Lot (tenants key request should come through managing real estate agent for identification purpose)

Other (please specify)

I/We request: (tick applicable box)

Access Card

Remote Control

Access Card Ordered

Remote Ordered

Contact Building Manager via email: [info@guildapartments.com.au](mailto:info@guildapartments.com.au)

Contact Name: Building Manager 0452 503 963

Cost:

Remote \$120 (inclusive of GST)

Fob \$60 (inclusive of GST)

Call out fee for supplier (if applicable) to program during business hours: \$188 + GST and if time spent over half an hour \$52 +GST

Cost during after-hours:

Call out fee for supplier (if applicable) to program after hours: \$420 + GST and if time spent over half hour is \$96 per half hour + GST plus cost of Remote and Fob

Building Manager accepts no responsibility or liability for any delays or faulty work of the supplier.

Method of Payment: cash only (fob/ remote will only be supplied upon receipts of funds). Please retain a copy of this document as your receipt and evidence of your purchase.

Turnaround Time:

Normal: 48 hours

Emergency: 4 hours (Mon-Fri only) an extra surcharge of \$50 applies.

Signature of Authorising Lot Owner/ Requesting Agent

Office Use Only

Cash received

Fob delivered to letter box...../delivered in person

Remote Key Number entered on register

Key Programmed and delivered by Building Manager: